SERVICE FORECAST
PERIOD 1

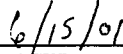CONTRACT: NAS5-00047 PROGRAM ANALYSIS AND CONTROL
                                 (PAAC) CONTRACT

CONTRACTOR: QSS GROUP, INC.

PERFORMANCE PERIOD: JANUARY 1, 2000 THROUGH DECEMBER 31, 2000

THIS SERVICE FORECAST IS ISSUED PURSUANT TO CLAUSE H.7 "SERVICE FORECASTS
AND OPERATING PLANS" OF THE SUBJECT CONTRACT.

_____   6/15/01
CONTRACTING OFFICER   **DATE**

PAAC ID	Description	Per 1 Amdt 1	Per 1 Amdt 2	Per 1 Amdt 3	Per 1 Amdt 4	Per 1 Amdt 5	Per 1 Amdt 6	Per 1 Amdt 7	Per 1 Amdt 8	Per 1 Amdt 9	Contract to Date
101	Code 101 PJ CTL	New									
110	OHR PJ CTL	New	Revised								
114	OHR Training PJ CTL	New									
151-01	FMD Accounting	New									
151-02	FMD MIS	New			Cancelled						
151-03	IFMP Accting Backfill		New								
155-01	HQ Accounting	New									
155-02	HQ Accting Backfill	New	Cancelled								
201	Inst. Support Off. Accounting					New			Cancelled		
300	OFA PJ CTL	New									
401-01	KSC Field Office PJ CTL	New									
401-02	MIO	New								Revised	
403	FPRO PJ CTL	New			Revised						
410	EXP PJ CTL	New									
415-01	GOES PJ CTL	New									
415-02	GOES N-Q PJ CTL		New								
420	EOS-G PJ CTL	New									
421	EOS AM PJ CTL	New					Cancelled				
422	EOS PM PJ CTL	New									
423	ESDIS PJ CTL	New									
424	EOS CHEM PJ CTL	New									
425	ICESat PJ CTL		New								
429	NPP PJ CTL	New	Revised								
440	HST PJ CTL	New									
442	HST FS&S PJ CTL	New				Revised					
443	NGST PJ CTL	New				Revised					
444	SSMO PJ CTL				New				Revised		
450	MSPO PJ CTL							New			
451	Space Network Project Web				New						
454	TDRS PJ CTL	New									
456	Rapid S/C DEV. PJ CTL	New									
457	OLS PJ CTL	New							Cancelled		
460-01	STP PJ CTL	New					Revised				
460-02	STP/TIMED	New									
460-03	STP Outreach Booklet				New				Cancelled		
460-04	STP Outreach				New						
460-05	STP Budget Data Base				New						
460-06	STP Scheduling						New				
460-07	STP External Outreach						New				
460-08	STP CM									New	
470	ESSPO PJ CTL	New			Revised				Revised		
473	AEAP	New									
474	TRIANA PJ CTL	New									
480	POES PJ CTL	New									
490	New Millenium EO-1	New									
495	NanoSat PJ CTL		New								
541	Mat Eng Branch PJ CTL				New						
551	Optics Branch PJ CTL	New									
603	Code 603 PJ CTL	New									
630	SSDOO PJ CTL	New									
696	SOUNDING ROCKETS	New									
710	C-E Tech. Dev. Pgm.	New									
710-02	NTPIO PJ CTL				New						
740	MIPD Instruments PJCTL					New		Revised		Revised	
740-01	GLAST PJ CTL	New			Revised						
740-02	PFO PJ CTL	New					Cancelled				
740-03	PFO PJ CTL / Website	New									
740-04	STAAC Desktop Pub.	New									
740-05	Digital Earth Office Bus Sppt		New		Cancelled						
740-06	Living With A Star			New							
740-13	PFO PC									New	
860	Spartan PJ CTL	New									
860-02	Spartan PJ Off Video Sppt				New						
900-01	Project Control	New									
900-02	Project Control	New							Revised		
900-03	Project Control	New									
900-04	Project Control	New	Revised								
900-05	Project Control	New									
900-06	Project Control	New	Revised								
900-07	Project Control	New									
900-08	Project Control	New									
900-09	Project Control	New	Revised								
900-10	Project Control	New	Revised		Cancelled						
900-11	Project Control	New	Revised								
900-12	Project Control	New	Revised								
900-13	Project Control	New									
900-14	Project Control	New									
900-15	Project Control	New									
900-16	Travel Admin Sppt						New				
900-17	Global Change Data Center								New		
New =		57	5	1	8	2	3	1	1	2	80
Revised =		0	8	0	3	2	1	1	3	2	20
Cancelled =		0	1	0	3	0	2	0	3	0	9
Active =											71
											Totals

SERVICE FORECAST
PERIOD 1, AMENDMENT 7

CONTRACT: NAS5-00047 PROGRAM ANALYSIS AND CONTROL
                                    (PAAC) CONTRACT

CONTRACTOR: QSS GROUP, INC.

PERFORMANCE PERIOD: THROUGH SEPTEMBER 30, 2000

THIS SERVICE FORECAST IS ISSUED PURSUANT TO CLAUSE H.7 "SERVICE FORECASTS
AND OPERATING PLANS" OF THE SUBJECT CONTRACT.

Bradley J Pooton   _9/29/00_
CONTRACTING OFFICER   DATE

Steve Xander   9/29/00
       CoTR

PAAC ID	Description	Per 1 Amdt 1	Per 1 Amdt 2	Per 1 Amdt 3	Per 1 Amdt 4	Per 1 Amdt 5	Per 1 Amdt 6	Per 1 Amdt 7	
101	Code 101 PJ CTL	New							
110	OHR PJ CTL	New	Revised						
114	OHR Training PJ CTL	New							
201	Inst Support Off Accounting					New			
300	OFA PJ CTL	New							
403	FPRO PJ CTL	New			Revised				
410	EXP PJ CTL	New							
420	EOS-G PJ CTL	New							
421	EOS AM PJ CTL	New					Cancelled		
422	EOS PM PJ CTL	New							
423	ESDIS PJ CTL	New							
424	EOS CHEM PJ CTL	New							
425	ICESat PJ CTL		New						
429	NPP PJ CTL	New	Revised						
440	HST PJ CTL	New							
442	HST FS&S PJ CTL	New				Revised			
443	NGST PJ CTL	New				Revised			
444	SSMO PJ CTL				New				
450	MSPO PJ CTL							New	
451	Space Network Project Web				New				
454	TDRS PJ CTL	New							
456	Rapid S/C DEV. PJ CTL	New							
457	OLS PJ CTL	New							
470	ESSPO Scheduling	New			Revised				
473	AEAP	New							
474	TRIANA PJ CTL	New							
480	POES PJ CTL	New							
490	New Millenium EO-1	New							
495	NanoSat PJ CTL		New						
541	Mat Eng Branch PJ CTL				New				
551	Optics Branch PJ CTL	New							
603	Code 603 PJ CTL	New							
630	SSDOO PJ CTL	New							
696	SOUNDING ROCKETS	New							
710	C-E Tech. Dev. Pgm.	New							
860	Spartan PJ CTL	New							
151-01	FMD Accounting	New							
151-02	FMD MIS	New			Cancelled				
151-03	IFMP Accting Backfill		New						
155-01	HQ Accounting	New							
155-02	HQ Accting Backfill	New	Cancelled						
401-01	KSC Field Office PJ CTL	New							
401-02	MIO	New							
415-01	GOES PJ CTL	New							
415-02	GOES N-Q PJ CTL		New						
460-01	STP PJ CTL	New					Revised		
460-02	STP/TIMED	New							
460-03	STP Outreach Booklet				New				
460-04	STP Outreach				New				
460-05	STP Budget Data Base				New				
460-06	STP Scheduling						New		
460-07	STP External Outreach						New		
710-02	NTPIO PJ CTL				New				
740	MIPD Instruments PJCTL					New		Revised	
740-01	GLAST PJ CTL	New			Revised				
740-02	PFO PJ CTL	New					Cancelled		
740-03	PFO PJ CTL / Website	New							
740-04	STAAC Desktop Pub.	New							
740-05	Digital Earth Office Bus Sppt		New		Cancelled				
740-06	Living With A Star			New					
860-02	Spartan PJ Off Video Sppt				New				
900-01	Project Control	New							
900-02	Project Control	New							
900-03	Project Control	New							
900-04	Project Control	New	Revised						
900-05	Project Control	New							
900-06	Project Control	New	Revised						
900-07	Project Control	New							
900-08	Project Control	New							
900-09	Project Control	New	Revised						
900-10	Project Control	New	Revised		Cancelled				
900-11	Project Control	New	Revised						
900-12	Project Control	New	Revised						
900-13	Project Control	New							
900-14	Project Control	New							
900-15	Project Control	New							
900-16	Travel Admin Sppt						New		
New =		57	5	1	8	2	3	1	77
Revised =		0	8	0	3	2	1	1	15
Cancelled =		0	1	0	3	0	2	0	6
Active =									71
									Totals

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 450 Title: Mission Services Program Office (MSPO) Project Control	Service Forecast Originator: Rosemary Bruner *Rosemary Bruner* IST Leader: Rick Barthel *Bill Mullanyh for* *9/27/00*

TECHNICAL REQUIREMENTS:

Performance Requirement 12 – General Business (QSS JCN: 3047-426-39) (Boeing CCN: UAV 450 B 1)

- Provide technical writing expertise, in multiple areas, to further Program objectives, including, but not limited to:
    - Personnel Support. Facilitate reorganization activities by
        - Working with technical managers to determine and define technical requirements for new positions;
        - Developing Position Descriptions (PD) for new positions within the Mission Services Program;
        - Coordinating and assembling position advertisement packages to be forwarded to Personnel;
    - On-going personnel Support will be provided, as Position Descriptions throughout the organization are reviewed, evaluated, and re-written to reflect the current nature of each position;
    - Assist in structuring Program Office Management presentations.

- Provide assistance to Program Management as it develops various initiatives, including strategic plans, and Safety Awareness training and tracking.

- Provide long term planning and advice for definition of Project Support Activities within the Program Office.

- Provide general logistical support to the Program Office, such as:
    - Perform manpower support activities such as maintaining the MTS database, collecting and coordinating SOWs, providing actual vs. plan status;
    - Perform Property Custodian management functions including annual internal audits and database maintenance;
    - Prepare presentations that may include program reviews, travel status, workforce assessments, budget assessments;
    - Support Travel Budget development, administration and status reporting for the Program Office;
    - Support ISO 9001 initiatives in response to GDMS requirements;
    - Initiate small purchases, research prices, establish Procurement requests through AMMS, balance JON's, and receive and distribute items; coordinate Program printing and graphic jobs;
    - Coordinate Program Office facility activities that involve office moves phones, heating, A/C, electrical, and environmental concerns, including preparation of work orders to accomplish these activities;

DELIVERY SCHEDULE:

- Various reports – monthly

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 740 Title: Mission Integration and Planning Division (MIPD) Instruments Project Control	Service Forecast Originator: Tim Klein IST Leader: Bill Gallagher

TECHNICAL REQUIREMENTS:

QSS JCNs	Sched. & Plan.	CM	MIS	Doc./Lib.	Gen. Bus.
MBLA	3047-791-39	3047-792-39	3047-793-39	3047-794-39	3047-796-39
HAWC	3047-701-39	3047-702-39	3047-703-39	3047-704-39	3047-706-39
BAT	3047-7A1-39	3047-7A2-39	3047-7A3-39	3047-7A4-39	3047-7A6-39
UVOT/NET	3047-7B1-39	3047-7B2-39	3047-7B3-39	3047-7B4-39	3047-7B6-39
SAFIRE	3047-7C1-39	3047-7C2-39	3047-7C3-39	3047-7C4-39	3047-7C6-39
MI&PD	3047-7D1-39	3047-7D2-39	3047-7D3-39	3047-7D4-39	3047-7D6-39
GLAS	3047-7E1-39	3047-7E2-39	3047-7E3-39	3047-7E4-39	3047-7E6-39
GPM	3047-7F1-39	3047-7F2-39	3047-7F3-39	3047-7F4-39	3047-7F6-39

Boeing CCNs

MBLA	UAV740S9	UAV740C9	UAV740M9	UAV740D9	UAV740B9
HAWC	UAV740S0	UAV740C0	UAV740M0	UAV740D0	UAV740B0
BAT	UAV740SA	UAV740CA	UAV740MA	UAV740DA	UAV740BA
UVOT/NET	UAV740SB	UAV740CB	UAV740MB	UAV740DB	UAV740BB
SAFIRE	UAV740SC	UAV740CC	UAV740MC	UAV740DC	UAV740BC
MI&PD	UAV740SD	UAV740CD	UAV740MD	UAV740DD	UAV740BD
GLAS	UAV740SE	UAV740CE	UAV740ME	UAV740DE	UAV740BE
GPM	UAV740SF	UAV740CF	UAV740MF	UAV740DF	UAV740BF

Performance Requirement 4, 5, & 6 - Scheduling and Planning

- Develop and maintain instrument and spacecraft schedules and develop an integrated scheduling system.
- Perform schedule analysis and forecast potential impacts to the Project management.
- Provide schedules, milestone charts, float/trend charts and critical path data for the Project reviews.
- Participate in hardware reviews and visit the hardware providers facility and validate their schedule process.
- Develop charts to provide management with immediate visibility of hardware schedule status.

Performance Requirement 7 & 8 - Configuration Management

- Maintain Configuration Control of the Project baseline documentation.
- Manage and coordinate the Configuration Change Control packages, schedule and implement all activities associated with the Configuration Control Board (CCB) reviews.
- PAAC CCB secretary responsible for generating the CCB minutes and distribution of approved change packages.
- Maintain the CM Status Accounting Data Base to track C&R development, disposition, and implementation.

Performance Requirement 9 - Management Information Systems

- Design, operate, and maintain Management Information Systems (MIS), including hardware, software, and local area networks, and conduct analyses of project data and breakdown/set-up project critical personal computer equipment for personnel that relocate.
- Design, develop, and maintain educational outreach web sites.

- Provide technical support for external organizations involved in outreach.
- Provide "Help Desk" service for troubleshooting, problem analysis/resolution, and training on MIS provided hardware, software, and database applications.
- Design and produce multi-media for educational web site.

Performance Requirement 10 - Documentation / Library

- Design, develop, and update systems for control, storage, and dissemination of all project technical and general correspondence documentation.
- Maintain computerized databases current for all Documentation/Library items.
- Develop and implement procedures, forms, and reports for maintenance for Documentation/Library status accounting.
- Provide Project management with reporting and statusing as a requirement.

Performance Requirement 12 - General Business

- Responsible for move coordination whenever elements of the Project are scheduled for moves or facilities modifications; these duties include:
    - Interfacing with Project to identify requirements
    - Prepare request forms for FMD mods and for moves
    - Phone and LAN installations
    - Overall logistic management
- Interface with appropriate managers to collect data to prepare monthly and quarterly review packages.
- Property custodian maintaining NASA property records and conducting inventories as required.
- Provide support to the Project in developing the Project manpower and travel budget requirements.
- Telephone coordinator preparing required request forms and coordinating installations of phone instruments and LAN Connection.
- Prepare and modify drawings, flow charts, diagrams, schedules, and narrative charts for project presentation and reports.

DELIVERABLES

- Status CM Data Base and Distribution
- Coordinate CCB
- Status Project Status Reviews
- Status Monthly Status Review
- Status Quarterly Status Review

Other deliverables that occur on a monthly basis as a result of the status accounting cycle, as well as items on an ad hoc basis include:

- Configuration Control Board (CCB) Minutes
- Configuration Change Request (CCR) Status Report
- Open CCR Status Report
- Action Item List

SERVICE FORECAST
PERIOD 1, AMENDMENT 6

CONTRACT: NAS5-00047 PROGRAM ANALYSIS AND CONTROL
                             (PAAC) CONTRACT

CONTRACTOR: QSS GROUP, INC.

PERFORMANCE PERIOD: THROUGH SEPTEMBER 30, 2000

THIS SERVICE FORECAST IS ISSUED PURSUANT TO CLAUSE H.7 "SERVICE FORECASTS AND
OPERATING PLANS" OF THE SUBJECT CONTRACT.

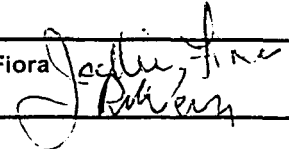_____   9-15-00
CONTRACTING OFFICER   DATE

PAAC Contract NAS5-00047
SERVICE FORECAST

PAAC ID	Description	Per 1 Amdt 1	Per 1 Amdt 2	Per 1 Amdt 3	Per 1 Amdt 4	Per 1 Amdt 5	Per 1 Amdt 6	
101	Code 101 PJ CTL	New						
110	OHR PJ CTL	New	Revised					
114	OHR Training PJ CTL	New						
201	Inst. Support Off. Accounting					New		
300	OFA PJ CTL	New						
403	FPRO PJ CTL	New			Revised			
410	EXP PJ CTL	New						
420	EOS-G PJ CTL	New						
421	EOS AM PJ CTL	New					Cancelled	
422	EOS PM PJ CTL	New						
423	ESDIS PJ CTL	New						
424	EOS CHEM PJ CTL	New						
425	ICESat PJ CTL		New					
429	NPP PJ CTL	New	Revised					
440	HST PJ CTL	New						
442	HST FS&S PJ CTL	New				Revised		
443	NGST PJ CTL	New				Revised		
444	SSMO PJ CTL				New			
451	Space Network Project Web				New			
454	TDRS PJ CTL	New						
456	Rapid S/C DEV. PJ CTL	New						
457	OLS PJ CTL	New						
470	ESSPO Scheduling	New			Revised			
473	AEAP	New						
474	TRIANA PJ CTL	New						
480	POES PJ CTL	New						
490	New Millenium EO-1	New						
495	NanoSat PJ CTL		New					
541	Mat Eng Branch PJ CTL				New			
551	Optics Branch PJ CTL	New						
603	Code 603 PJ CTL	New						
630	SSDOO PJ CTL	New						
696	SOUNDING ROCKETS	New						
710	C-E Tech. Dev. Pgm.	New						
860	Spartan PJ CTL	New						
151-01	FMD Accounting	New						
151-02	FMD MIS	New			Cancelled			
151-03	IFMP Accting Backfill		New					
155-01	HQ Accounting	New						
155-02	HQ Accting Backfill	New	Cancelled					
401-01	KSC Field Office PJ CTL	New						
401-02	MIO	New						
415-01	GOES PJ CTL	New						
415-02	GOES N-Q PJ CTL		New					
460-01	STP PJ CTL	New					Revised	
460-02	STP/TIMED	New						
460-03	STP Outreach Booklet				New			
460-04	STP Outreach				New			
460-05	STP Budget Data Base				New			
460-06	STP Scheduling						New	
460-07	STP External Outreach						New	
710-02	NTPIO PJ CTL				New			
740	MIPD Instruments PJCTL					New		
740-01	GLAST PJ CTL	New			Revised			
740-02	PFO PJ CTL	New					Cancelled	
740-03	PFO PJ CTL / Website	New						
740-04	STAAC Desktop Pub.	New						
740-05	Digital Earth Office Bus Sppt		New		Cancelled			
740-06	Living With A Star			New				
860-02	Spartan PJ Off Video Sppt				New			
900-01	Project Control	New						
900-02	Project Control	New						
900-03	Project Control	New						
900-04	Project Control	New	Revised					
900-05	Project Control	New						
900-06	Project Control	New	Revised					
900-07	Project Control	New						
900-08	Project Control	New						
900-09	Project Control	New	Revised					
900-10	Project Control	New	Revised		Cancelled			
900-11	Project Control	New	Revised					
900-12	Project Control	New	Revised					
900-13	Project Control	New						
900-14	Project Control	New						
900-15	Project Control	New						
900-16	Travel Admin Sppt						New	
New =		57	5	1	8	2	3	76
Revised =		0	8	0	3	2	1	14
Cancelled =		0	1	0	3	0	2	6
Active =								70
								70 Totals

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 460-01 Title: Solar Terrestrial Probe (STP) Project Control	Service Forecast Originator: Jackie Fiora IST Leader: Richie Weiss

TECHNICAL REQUIREMENTS:

Performance Requirement 4, 5, & 6 – Scheduling & Planning (QSS JCN: 3047-Q11-39 | Boeing CCN:UAV460S1)

- Support the development and integration of a set of spacecraft, instrument, and ground system schedules that support the initial start-up, procurement, development/integration, and delivery of the STP mission components. This shall include the generation and maintenance of corresponding milestone and Gantt charts to support budget formulations and periodic management reviews.

- Provide independent analysis of potential prime contractors proposed schedules verifying them for logic, reasonableness, and consistency. This shall include identifying weaknesses/inconsistencies and following up with the GSFC technical managers to resolve issues. Additionally, the contractor shall analyze any potential impacts as well as other potential implications for efficient management of STP missions by GSFC management.

- Support the generation of prime contractor schedule reporting requirements, work breakdown structures and ancillary project control documentation.

Performance Requirement 9 – Management Information System (QSS JCN: 3047-Q13-39 | Boeing CCN: UAV460M1)

- Provide support as the STP Alternate IT Security Manager, to include:
  - Providing necessary documentation (i.e., Security Plan)
  - Attending Center meetings/training sessions
  - Responding to numerous monthly actions as required
  - Transferring necessary information to Program personnel

- Act as the Program web curator, to include:
  - Working closely with Program personnel to create a groundbreaking teaching/learning website (website creation will evolve over many years)
  - Writing HTML
  - Maintaining server
  - Performance of daily maintenance and interface functions
  - Posting information as required by program
  - Providing expert input and guidance on web material.

Performance Requirement 10 – Documentation / Library (CCN: ?)

Refer to deliverable products for technical performance requirements

Performance Requirement 12 – General Business (QSS JCN: 3047-Q16-39 | Boeing CCN: UAV460B1)

- Logistically control project property and interface with GSFC Logistics Management Division personnel. Maintain database and inventory property for STP Project Personnel.
- Act as property custodian maintaining NASA property records and conducting inventories.

- Provide support for relocation of property, equipment, and telephones for all STP Project personnel relocation activities. Coordinate personnel moves.
- Provide support and assure proper maintenance for all building problems reported by STP Project personnel (i.e., telephone problems, furniture repair, blind repair, etc.).
- Establish and implement skill management and training for project control.
- Develop, maintain and control an automated financial system for STP Program Operating Plan (POP) submissions.
- Assist in the development of the automation of the STP monthly financial reporting.
- Analyze financial mission studies in relation to technical processes and schedule.
- Develop, implement and monitor complex administrative systems and guide institutional support efforts in such areas as outreach/education, IT support, graphics and Web page development.
- Analyze cost effectiveness studies and cost studies relating to anticipated technical problems and/or schedule slippages.
- Implement Program administrative policies and procedures.
- Serve as the Program training coordinator and Program public relations advisor.
- Initiate and/or attend and monitor the implementation of requirements resulting form regular or ad hoc meetings in all areas of responsibility. Serves as the STP Meeting/Review Coordinator.
- Develops and implements scheduling systems.
- Act as the Program Headquarters liaison.
- Prepare and modify drawings, flow charts, diagrams, and narrative charts for project presentation and reports.
- Interface with appropriate managers to collect data and prepare monthly and quarterly review packages
- Prepare technical text, perform technical editing, and document compilations and distribute documents.
- Collect technical data and coordinate, edit, and compile data into technical documents in accordance with STP and GSFC document preparation standards.
- Track documents in varying stages of release.
- Process change notices and revisions.

DELIVERY SCHEDULE:

Scheduling & Planning Deliverables -
- Spacecraft, instrument and ground systems schedules as well as corresponding milestones and Gantt charts.

General Business Deliverables -
- Complete audit of Code 460 Property
- PSR (monthly)
- MPSR (monthly)
- Quarterly Review
- Technical writing and editing functions, as required

Management Information System Deliverables –
- STP IT Security Plan
- HTML products for loading onto web site

Documentation / Library Deliverables -
- Library Acquisition Report (monthly)
- Documents in Review Report (monthly)
- Contract Deliverable Metrics Chart (monthly)

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 460-06 Title: Solar Terrestrial Probe (STP) Scheduling	Service Forecast Originator: Jackie Flora IST Leader: Richie Weiss

TECHNICAL REQUIREMENTS:

Performance Requirement 4, 5, & 6 – Scheduling & Planning (QSS JCN: 3047-Q61-40 Boeing CCN:UAV460S6)

- Support the development and integration of a set of spacecraft, instrument, and ground system schedules that support the initial start-up, procurement, development/integration, and delivery of the STP mission components. This shall include the generation and maintenance of corresponding milestone and Gantt charts to support budget formulations and periodic management reviews.

- Provide independent analysis of potential prime contractors proposed schedules verifying them for logic, reasonableness, and consistency. This shall include identifying weaknesses/inconsistencies and following up with the GSFC technical managers to resolve issues. Additionally, the contractor shall analyze any potential impacts as well as other potential implications for efficient management of STP missions by GSFC management.

- Support the generation of prime contractor schedule reporting requirements, work breakdown structures and ancillary project control documentation.

DELIVERY SCHEDULE:

Scheduling & Planning Deliverables -
- Schedule analyses, as required (by verbal or written direction)
- Generation and maintenance of milestone and Gantt charts to support budget formulation and monthly management review.

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 460-07 **Title:** Solar Terrestrial Probe (STP) External Outreach	**Service Forecast Originator:** Jackie Fiora **IST Leader:** Richie Weiss

TECHNICAL REQUIREMENTS:

Performance Requirement 12 – General Business (QSS JCN: 3047-Q76-40 Boeing CCN: UAV460B7)

- Provide new or improved outreach programming, communications and services that will help advance Solar Terrestrial Probes (STP) Program and Office of Space Science (OSS) missions in Science, Technology, Math and other subjects.
- Work with faculty, staff, students and communities at-large of different school districts in the nation to plan, develop and implement classroom curriculums.

DELIVERY SCHEDULE:

General Business Deliverables -

- Presentations, as required
- Classroom curricula initiation [Completion Date(s) to be determined]
- Educational seminars [Dates to be determined in conjunction with NASA and educational institutions]

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

8/3/00

Customer Number: 900-16	**Service Forecast Originator:** Arlene Kerber
Title: Travel Administration	**IST Leader:** Patrick McGuire
Support to Code 923, Biospheric Sciences Branch	

TECHNICAL REQUIREMENTS:

Performance Requirement 12 - General Business   QSS JCN: 3047-9FG-39   Boeing CCN: UAV 900 B G

Travel Administration Support to Code 923, Biospheric Sciences Branch:

The Contractor shall provide General Business or, where appropriate, Program Control Analyst support services required for the effective administration of travel requirements within the Biospheric Sciences Branch, Code 923, NASA GSFC. Support activities may involve any or all of the following tasking requirements/functions as needed to support specific organizational needs.

- Prepare travel orders and expedite processing to support travel requirements and itineraries submitted by Branch personnel.

- Prepare and expedite travel voucher processing from traveler's worksheets.

- Compile and maintain budget balance tracking records for Branch reimbursable agreements/direct travel accounts, including 506 funding status on all JONs.

- Develop grass-roots travel budget plans/estimates in response to calls issued throughout the year.

- Assist in preparation of reimbursable agreements with regard to travel funds.

- Prepare rollover requests/reprogramming requests for Branch travel funds as required.

- Interact with Division, Directorate, and other Center travel personnel to expedite processing of travel orders, vouchers, country clearance and related issues.

- Collect, prepare, analyze and update information for inclusion in reports as required.

Delivery Schedule:

- Deliver regularly scheduled reports (weekly/monthly/quarterly) in accordance with organizational requirements.

- Deliver special ad-hoc reports and/or meet with Branch staff as required to address issues and concerns.

- Deliver support adequate to ensure the effective planning, administration, and execution of a responsive travel management program.

SERVICE FORECAST
PERIOD 1, AMENDMENT 5

CONTRACT: NAS5-00047 PROGRAM ANALYSIS AND CONTROL
(PAAC) CONTRACT

CONTRACTOR: QSS GROUP, INC.

PERFORMANCE PERIOD: THROUGH SEPTEMBER 30, 2000

THIS SERVICE FORECAST IS ISSUED PURSUANT TO CLAUSE H.7 "SERVICE FORECASTS AND
OPERATING PLANS" OF THE SUBJECT CONTRACT.

_____ 9-8-00
CONTRACTING OFFICER   DATE

PAAC ID	Description	Per 1 Amdt 1	Per 1 Amdt 2	Per 1 Amdt 3	Per 1 Amdt 4	Per 1 Amdt 5
101	Code 101 PJ CTL	New				
110	OHR PJ CTL	New	Revised			
114	OHR Training PJ CTL	New				
201	Inst. Support Off. Accounting					New
300	OFA PJ CTL	New				
403	FPRO PJ CTL	New			Revised	
410	EXP PJ CTL	New				
420	EOS-G PJ CTL	New				
421	EOS AM PJ CTL	New				
422	EOS PM PJ CTL	New				
423	ESDIS PJ CTL	New				
424	EOS CHEM PJ CTL	New				
425	ICESat PJ CTL		New			
429	NPP PJ CTL	New	Revised			
440	HST PJ CTL	New				
442	HST FS&S PJ CTL	New				Revised
443	NGST PJ CTL	New				Revised
444	SSMO PJ CTL				New	
451	Space Network Project Web				New	
454	TDRS PJ CTL	New				
456	Rapid S/C DEV. PJ CTL	New				
457	OLS PJ CTL	New				
470	ESSPO Scheduling	New			Revised	
473	AEAP	New				
474	TRIANA PJ CTL	New				
480	POES PJ CTL	New				
490	New Millenium EO-1	New				
495	NanoSat PJ CTL		New			
541	Mat Eng Branch PJ CTL				New	
551	Optics Branch PJ CTL	New				
603	Code 603 PJ CTL	New				
630	SSDOO PJ CTL	New				
696	SOUNDING ROCKETS	New				
710	C-E Tech. Dev. Pgm.	New				
860	Spartan PJ CTL	New				
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151-02	FMD MIS	New			Cancelled	
151-03	IFMP Accting Backfill		New			
155-01	HQ Accounting	New				
155-02	HQ Accting Backfill	New	Cancelled			
401-01	KSC Field Office PJ CTL	New				
401-02	MIO	New				
415-01	GOES PJ CTL	New				
415-02	GOES N-Q PJ CTL		New			
460-01	STP PJ CTL	New				
460-02	STP/TIMED	New				
460-03	STP Outreach Booklet				New	
460-04	STP Outreach				New	
460-05	STP Budget Data Base				New	
710-02	NTPIO PJ CTL				New	
740	MIPD Instruments PJCTL					New
740-01	GLAST PJ CTL	New			Revised	
740-02	PFO PJ CTL	New				
740-03	PFO PJ CTL / Website	New				
740-04	STAAC Desktop Pub.	New				
740-05	Digital Earth Office Bus Sppt		New		Cancelled	
740-06	Living With A Star			New		
860-02	Spartan PJ Off Video Sppt				New	
900-01	Project Control	New				
900-02	Project Control	New				
900-03	Project Control	New				
900-04	Project Control	New	Revised			
900-05	Project Control	New				
900-06	Project Control	New	Revised			
900-07	Project Control	New				
900-08	Project Control	New				
900-09	Project Control	New	Revised			
900-10	Project Control	New	Revised		Cancelled	
900-11	Project Control	New	Revised			
900-12	Project Control	New	Revised			
900-13	Project Control	New				
900-14	Project Control	New				
900-15	Project Control	New				
New =		57	5	1	8	2
Revised =		0	8	0	3	2
Cancelled =		0	1	0	3	0
Active =						
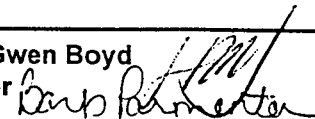
PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 201	**Service Forecast Originator: Gwen Boyd**
Title: Institutional Support Office Accounting	**IST Leader: Barbara Parmenter**

TECHNICAL REQUIREMENTS:

Performance Requirement 11 – General Accounting: (QSS: JCN: 3047-215-39) (Boeing CCN: UAV201A1)

Provide General Accounting to the GSFC Institutional Support Office (Code 201) in the following areas:
- Gather, assemble, and analyze data from the GSFC Federal Cash Transaction Report (SF272) and other reports as provided by the GSFC Accounting Office.
- Perform data input into the On-line Cost Accrual System (OLCAS) as determined from analysis.
- Demonstrate proficiency at MS Office with emphasis on Excel. Excel will be used to organize individual grants to be accrued in the GSFC OLCAS.
- Demonstrate knowledge of GSFC fiscal data and terminology (i.e., commitments and obligations).
- Obtain guidance from the team leader of the NASA Headquarters Grants Administration Office.
- Develop strategies and make recommendations to the team leader, while handling problems and deviations in accordance with instructions and policies.
- Obtain from the team leader definition of objectives, priorities, and deadlines.
- Demonstrate eligibility (i.e., have the employment status which will allow) to gain immediate access to GSFC fiscal data bases.
- Prepare comprehensive reports/files when service order is completed for use during the following year's accrual process.
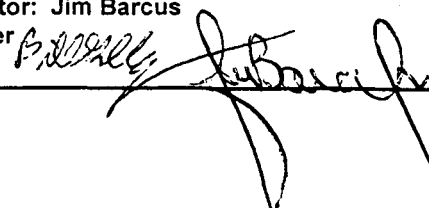
DELIVERY SCHEDULE:

- Comprehensive end-of-service order reports/files – September 29, 2000.

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 442 **Title: HST Flight Systems and Servicing Project Control**	**Service Forecast Originator: Jim Barcus** **IST Leader: Bill Gallagher**

TECHNICAL REQUIREMENTS:

Performance Requirement 12 – General Business

- Provide photographic and video coverage for all HST 442 flight hardware test and integration at GSFC and local contractor sites including Crew Familiarizations, GSE and Logistical photographs at GSFC, KSC, JSC, Langley, Marshall, and Lewis Research Center.

- Maintain current and historical databases for photographic images, videotapes, and request logs, updated daily as jobs are requested, completed, and delivered.

- Participate in design and implementation of the HST Digital Imaging System (HDIS) including design of data base contents, forms and data flow diagrams to assist in the development of the data base software and hands-on testing and evaluation.

- Provide requirements for photographic coverage during Launch Integration activities at KSC and preparing presentations to KSC describing procedures for photographic coverage during payload integration activities.

- Participate in selection of on-orbit photographs to be used during missions, identify and annotate the images, and enter all information into the HDIS.

- Provide mission support at JSC, GSFC Building 3, and GSFC Building 29 clean room during Servicing Mission EVA's for immediate access to images and HDIS information upon request.

- Participate in the selection and evaluation of cameras to be used for closeout photography. Requires participation in camera training for the crew during NBS and WETF activities. PAVDO personnel will be using the NeXT to capture closeout images as camera training is conducted.

- Logistically control flight hardware, GSE and project property by identifying and coordinating the safest and most efficient and protective means to transport (domestic and international) and/or store flight and non-flight hardware to/from GSFC.

- Define all specialized shipping/handling requirements and coordinating with the Logistics Transportation management Branch (Code 234) to schedule and secure independent carriers.

- Verify the inventory of project equipment and validating the equipment status accuracy in the NASA Equipment Management System (NEMS).

- Generate a Logistics Support Plan (in accordance with **NMI 7500.4** and GSFC Import/Export Reference Manual) that covers support needs from early hardware development through post-flight operations.

- Review and comment on the adequacy of contractor logistics plans.

- Plan and coordinate all shipping container, handling/storage, and environmental requirements.

- Ensure proper shipment, handling, storage, and accountability of flight hardware and ground support equipment.

- Coordinate/prepare all shipping documents (storage documents, 20-4s) for government approval.

- Integrate both receipt and delivery expectations with the origination and destination organizations.

- Maintain/audit storage and accountability records.
- Ensure the traceability and control of Government Furnished Property.
- Provide personal computer support and move project critical personal computer equipment for personnel that are relocated.
- Prepare technical text, perform technical editing and document compilations and distribute documents.
- Collect technical data and coordinate, edit and compile data into technical documents in accordance with HST and GSFC document preparation standard.
- Track documents in various stages of release. Typically, 10-15 documents are released each week with lead times ranging from hours to days.
- Process Change Notices and Revisions.
- Provide public affairs articles and participate in promoting HST technology spinoffs and space science education to the public.
- Participate in promoting technology spinoffs in cooperation with the Office of Technology Transfer.
- Expediting hardware deliveries and manufacturing documentation between Project engineers and GSFC hardware manufacturing personnel.
- Purchase computer equipment, as directed, to support the extensive travel of the PAAC Team members.

DELIVERY SCHEDULE:

- Photo/Video Library
- Current Photo/Video data base
- Online current data base of Project property
- Completed shipping documents (on demand)
- Storage documents (on demand)
- Design requirements documents
- Non baseline plans and procedures
- Current non-baseline document data base

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

| Customer ID: 443 | Service Forecast Originator: Jonathan Bryson |
| Title: NGST Project Control | IST Leader: Bill Gallagher |

TECHNICAL REQUIREMENTS:

Performance Requirement 4, 5, 6 – Scheduling and Planning ‖QSS JCN 3047-M11-39 |BoeingCCN: UAV 443 S 1‖

Prepare NGST and Nexus Project plans and schedules:

(a)	Establish project timelines
(b)	Identify interfaces between organizations
(c)	Work closely with contractors to monitor schedule status
(d)	Evaluate project schedule performance

Support the evaluation of contractor performance:

(a)	Support development of contractor reporting requirements
(b)	Develop metrics to monitor contractor performance
(c)	Support the evaluation of contractor performance

DELIVERY SCHEDULE:

- Provide schedule visibility to support project management (as required)
- Provide metrics to support contractor evaluation (as required)
- Provide program review schedules (monthly)
- Provide special charts, metrics, and/or schedules (as required)

Performance Requirement 7 & 8 – CM ‖QSS JCN 3047-M12-39 |BoeingCCN: UAV 443 C 1‖

- Develop, coordinate, implement and maintain the NGST and Nexus Projects specific CM Plans and Procedures that meet the requirements of 400-PG-1410.2.1. Review contractor CM Plans to ensure compliance with these documents and the CM requirements of the contract(s), and perform audits to verify effective CM implementation.
- For in-house work, identify configuration items (hardware, software, documentation, and data) and facilitate engineering drawing release, engineering order release, and Work Order Authorization processes.
- Process configuration change requests (CCRs), waivers, and deviations for cost, schedule, and technical impact assessments, and support the CCB in the evaluation and disposition of CCRs.
- Prepare and distribute CCB minutes and facilitate action items systems for CCB directives.
- Provide effective coordination and complete the timely documentation updates of all approved changes.
- Establish and maintain audit trails for configuration changes, track the implementation status of approved changes through procurement.
- Manage an up-to-date library system for CM-controlled documents (hard copy and electronic versions).
- Provide data management including coordinating and facilitating Contract Data Requirements List (CDRL) deliverables from Project Contractors.

DELIVERY SCHEDULE:

- CM Plan, Procedures and Revisions (on demand)
- Configuration Change Requests (on demand)

- Configuration Status Accounting Reports (on demand)
- Configuration Control Board Meeting Agenda (biweekly or on demand)
- Configuration Control Board Meeting Minutes (within 14 days after CCB meeting)
- Processed Work Order Authorization (on demand)
- Processed Engineering Orders (on demand)
- Released Engineering Drawings (on demand)
- Facilitate Review Process for Contractor Deliverables

Performance Requirement 12 – General Business Planning QSS JCN 3047-M16-39 |BoeingCCN: UAV 443 B 1

- Develops, implements, and monitors very complex administrative systems and guides institutional support efforts.
- Develops and implements configuration management systems, including documentation management.
- Develops parameters and/or grass roots cost estimates and performance measurement systems.
- Analyzes cost effectiveness studies and cost studies relating to unanticipated technical problems and/or schedule slippages.
- Implements project administrative policies and procedures in accordance with the GSFC ISO 9001 Quality Management System.
- Develops project control policy and procedures.
- Initiates and/or attends and monitors implementation of requirements resulting from regular or Ad Hoc meetings in all areas of responsibility. Serves as principal advisor to the customer.

DELIVERY SCHEDULE:

- Written reports

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 740
Title: Mission Integration and Planning Division
(MIPD) Instruments Project Control

Service Forecast Originator: Tim Klein
IST Leader: Fred Brooks

TECHNICAL REQUIREMENTS:

QSS JCNs	Sched. & Plan.	CM	MIS	Doc./Lib.	Gen. Bus.
MBLA	3047-791-39	3047-792-39	3047-793-39	3047-794-39	3047-796-39
HAWC	3047-701-39	3047-702-39	3047-703-39	3047-704-39	3047-706-39
BAT	3047-7A1-39	3047-7A2-39	3047-7A3-39	3047-7A4-39	3047-7A6-39
UVOT/NET	3047-7B1-39	3047-7B2-39	3047-7B3-39	3047-7B4-39	3047-7B6-39
SAFIRE	3047-7C1-39	3047-7C2-39	3047-7C3-39	3047-7C4-39	3047-7C6-39
MI&PD	3047-7D1-39	3047-7D2-39	3047-7D3-39	3047-7D4-39	3047-7D6-39
Boeing CCNs					
MBLA	UAV740S9	UAV740C9	UAV740M9	UAV740D9	UAV740B9
HAWC	UAV740S0	UAV740C0	UAV740M0	UAV740D0	UAV740B0
BAT	UAV740SA	UAV740CA	UAV740MA	UAV740DA	UAV740BA
UVOT/NET	UAV740SB	UAV740CB	UAV740MB	UAV740DB	UAV740BB
SAFIRE	UAV740SC	UAV740CC	UAV740MC	UAV740DC	UAV740BC
MI&PD	UAV740SD	UAV740CD	UAV740MD	UAV740DD	UAV740BD

Performance Requirement 4, 5, & 6 - Scheduling and Planning

- Develop and maintain instrument and spacecraft schedules and develop an integrated scheduling system.
- Perform schedule analysis and forecast potential impacts to the Project management.
- Provide schedules, milestone charts, float/trend charts and critical path data for the Project reviews.
- Participate in hardware reviews and visit the hardware providers facility and validate their schedule process.
- Develop charts to provide management with immediate visibility of hardware schedule status.

Performance Requirement 7 & 8 - Configuration Management

- Maintain Configuration Control of the Project baseline documentation.
- Manage and coordinate the Configuration Change Control packages, schedule and implement all activities associated with the Configuration Control Board (CCB) reviews.
- PAAC CCB secretary responsible for generating the CCB minutes and distribution of approved change packages.
- Maintain the CM Status Accounting Data Base to track C&R development, disposition, and implementation.

Performance Requirement 9 - Management Information Systems

- Design, operate, and maintain Management Information Systems (MIS), including hardware, software, and local area networks, and conduct analyses of project data and breakdown/set-up project critical personal computer equipment for personnel that relocate.
- Design, develop, and maintain educational outreach web sites.
- Provide technical support for external organizations involved in outreach.

- Provide "Help Desk" service for troubleshooting, problem analysis/resolution, and training on MIS provided hardware, software, and database applications.
- Design and produce multi-media for educational web site.

Performance Requirement 10 - Documentation / Library

- Design, develop, and update systems for control, storage, and dissemination of all project technical and general correspondence documentation.
- Maintain computerized databases current for all Documentation/Library items.
- Develop and implement procedures, forms, and reports for maintenance for Documentation/Library status accounting.
- Provide Project management with reporting and statusing as a requirement.

Performance Requirement 12 - General Business

- Responsible for move coordination whenever elements of the Project are scheduled for moves or facilities modifications; these duties include:
  - Interfacing with Project to identify requirements
  - Prepare request forms for FMD mods and for moves
  - Phone and LAN installations
  - Overall logistic management
- Interface with appropriate managers to collect data to prepare monthly and quarterly review packages.
- Property custodian maintaining NASA property records and conducting inventories as required.
- Provide support to the Project in developing the Project manpower and travel budget requirements.
- Telephone coordinator preparing required request forms and coordinating installations of phone instruments and LAN Connection.
- Prepare and modify drawings, flow charts, diagrams, schedules, and narrative charts for project presentation and reports.

DELIVERABLES

- Status CM Data Base and Distribution
- Coordinate CCB
- Status Project Status Reviews
- Status Monthly Status Review
- Status Quarterly Status Review

Other deliverables that occur on a monthly basis as a result of the status accounting cycle, as well as items on an ad hoc basis include:

- Configuration Control Board (CCB) Minutes
- Configuration Change Request (CCR) Status Report
- Open CCR Status Report
- Action Item List

SERVICE FORECAST
PERIOD 1, AMENDMENT 4

CONTRACT: NAS5-00047 PROGRAM ANALYSIS AND CONTROL
                                 (PAAC) CONTRACT

CONTRACTOR: QSS GROUP, INC.

PERFORMANCE PERIOD: JANUARY 1, 2000 THROUGH SEPTEMBER 30, 2000

THIS SERVICE FORECAST IS ISSUED PURSUANT TO CLAUSE H.7 "SERVICE FORECASTS AND
OPERATING PLANS" OF THE SUBJECT CONTRACT.

Bradley J Pooton   Jun 6, 2000
————————————————   ——————————
CONTRACTING OFFICER   DATE

PAAC Contract NAS5-00047
SERVICE FORECAST

	Description	Per 1 Amdt 1	Per 1 Amdt 2	Per 1 Amdt 3	Per 1 Amdt 4	
101	Code 101 PJ CTL	New				
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740-05	Digital Earth Office Bus Sppt		New		Cancelled	
740-06	Living With A Star			New		
860-02	Spartan PJ Off Video Sppt				New	
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900-04	Project Control	New	Revised			
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900-06	Project Control	New	Revised			
900-07	Project Control	New				
900-08	Project Control	New				
900-09	Project Control	New	Revised			
900-10	Project Control	New	Revised		Cancelled	
900-11	Project Control	New	Revised			
900-12	Project Control	New	Revised			
900-13	Project Control	New				
900-14	Project Control	New				
900-15	Project Control	New				
New =		57	5	1	8	71
Revised =		0	8	0	3	11
Cancelled =		0	1	0	3	4
Active =						67
						Totals

PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 403 Title: FPRO Project Control	Service Forecast Originator: Steve Xander IST Leader: Fred Brooks

TECHNICAL REQUIREMENTS:

Performance Requirement 10 – Documentation / Library [QSS JCN: 3047-B14-39   Boeing CCN: UAV403D1]

- Complete a feasibility study that will identify options for a Secure Library System Plan.
- Develop and update systems for control, storage, and dissemination of all project documentation including configuration management.
- Establish, maintain, and manage project technical library to meet the requirements of the FPRO.
- Develop, maintain, and control an automated information system for tracking and retrieving technical materials from the library.
- Manage and assure the maintenance of the technical documentation library and ensure that the library meets all day-to-day requirements of the FPRO.
- Control, identify, maintain, and distribute library documentation, as required.
- Index and catalog all library materials pertaining to project activities for quick retrieval.
- Produce documentation reports such as Library Index, monthly New Document Report, and others, as required.

Performance Requirement 12 - General Business   [QSS JCN: 3047-B16-39   Boeing CCN: UAV403B1]

- Provide project control to the GSFC Flight Projects Resources Office (Code 403), including general business and presentations, in the following areas:

  - Required monthly presentations for the Flight Projects Directorate
  - Space, manpower, property, and documentation
  - Evaluation and enhancement of data base entry and retrieval
  - Special directorate reports and presentations

DELIVERY SCHEDULE:

- Feasibility Study that identifies options for a Secure Library System Plan. (Study due on 30 May 2000.)
- Reports from space, manpower, and property data bases
- Monthly Resources Status Report (RSR)
- Quarterly Contractor Evaluation Reports
- NASA Employee Benefits Association (NEBA) reports
- Special directorate reports and presentations

PAAC CONTRACT
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SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 444	Service Forecast Originator: Ron Mahmot *Ron Mahmot*
Title: SSMO Project Control	IST Leader: Bill Gallagher *Bill Gallagher*

TECHNICAL REQUIREMENTS:

Performance Requirement 7 & 8 – Configuration Management |QSS JCN 3047-Z12-40 | Boeing CCN UAV444C1

- Establish applicable ISO requirements for Code 444:

  a. Identify each GPG and PG that applies to Code 444
  b. Develop Quality Records List
  c. Develop applicable letters of designation for key ISO-related positions
  d. Provide webpage that links to all Code 444-applicable ISO sites and documents

- Review CM Plan and recommend modifications to:

  a. Ensure the Plan meets GSFC ISO requirements
  b. Expedite the overall change process for the Mission Ops area within Code 444 domain
  c. Facilitate, where possible, the change process in related areas outside of the Code 444 domain

- Review the current method for collecting, tracking, storing, and retrieving applicable documentation from the Flight Projects to support Mission Ops.

- Provide CM Support, including document control, change control process facilitation, status accounting, and CM process auditing.

- Facilitate Code 444's continuing compliance to GSFC's ISO requirements.

- Collect, track, store, and retrieve Mission Ops-related documentation, as needed, to support Code 444.

DELIVERY SCHEDULE:

- ISO-related activities and products are due in support of Code 444's ISO Audit schedule
- Mission Ops-related activities and products are due in support of the Mission Ops schedule

PAAC CONTRACT
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SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing

Customer ID: 451 Title: Space Network Project Web	Service Forecast Originator: Lynn, Myers IST Leader: Patrick McGuire

TECHNICAL REQUIREMENTS:

Performance Requirement 9 - Management Information Systems
QSS JCN: 3047-Y13-39   Boeing CCN: UAV 451 M 1

Web Development and Maintenance for the GSFC Space Network Project:

The Contractor shall provide MIS or other support services as required to implement a new web server for Code 450 requirements, develop new and/or modify existing Code 450 web pages, and provide continuing maintenance and administration of all web pages and the server.

Development: The contractor shall perform all systems engineering and administration services necessary to implement a new Code 450 web server and migrate all Code 450/451/453 web pages to that server. The contractor shall also perform all research, design, and programming required to develop/implement web pages for Codes 450. The contractor shall:
- Research Code 450 charter, environment, and elements to develop the design and implement opening web pages for the organization;
- Research existing navigation features and develop/implement navigation throughout all the existing 450 web format (similar in concept and design to Code 400);
- Implement Code 453 and Code 451 web pages as provided;
- Implement a Code 450 web server, utilizing existing equipment and procuring COTS as required; and
- Migrate all the Code 450 related web pages from the existing server to the new server.

Maintenance: The contractor shall perform webmaster and systems administration services to maintain all Code 450/451/453 web pages and the server platform. The contractor shall:
- Establish and maintain a Code-wide reporting system to support web update direction and maintenance requirements for Codes 450/451/453,
- Update curator and other web page information as required to support follow-on administration and maintenance requirements,
- Provide continuing web page maintenance and server administration throughout the period of performance.
- Maintain AIS Security requirements and install security-related patches in a timely manner throughout the period of performance.

DELIVERY SCHEDULE:

- Implement the Code 450 home page web page design plus all required modifications to other 450 pages within six weeks.
- Implement the new web server and migrate existing web pages within six weeks (after receipt of hardware).
- Provide continuing web page maintenance and server administration throughout the period of performance as defined under the PAAC project.
- Deliver regularly scheduled reports (weekly/monthly/quarterly) in accordance with organizational requirements.

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Customer ID: 460-03 Title: Solar Terrestrial Probe (STP) Outreach Booklet	Service Forecast Originator: Jackie Fiora IST Leader: Richie Weiss

TECHNICAL REQUIREMENTS:

Performance Requirement 12 – General Business (QSS: JCN: 3047-Q36-40) (Boeing CCN: UAV460B3)

- Provide text and art technical research/writing/editing/ word processing/graphics/proofreading.
- Prepare STP Outreach Booklet.
- Two separate booklet versions (one written in English and one in Spanish language translation provided by the STP Project).
- Theme: Sun-Earth Connection and a little about the STP missions.
- Objective: educate elementary school (K-3/4) children regarding the Sun-Earth connection.
- Mostly pictures; not an excessive amount of text.
- 4 covers plus 8 inside pages equals 12 pages total (per brochure).
- Deliver 100 copies on 8 1/2" x 14" paper (folded in half with saddle-stitch); cardstock covers; B&W - no color.

DELIVERY SCHEDULE:

General Business Deliverables -
- STP Outreach Booklet – 16 June 2000

<table>
<tr><td colspan="2">**PAAC CONTRACT
NAS5-00047
SERVICE FORECAST / SERVICE ORDER PLAN
QSS
Boeing**</td></tr>
<tr><td>**Customer ID: 460-04
Title: Solar Terrestrial Probe (STP) Outreach**</td><td>**Service Forecast Originator: Jackie Fiora
IST Leader: Richie Weiss**</td></tr>
</table>

TECHNICAL REQUIREMENTS:

Performance Requirement 12 – General Business (QSS: JCN: 3047-Q46-~~40~~ 39) (Boeing CCN: UAV460B4)

- Assist in the development of an integrated Education and Outreach web site that encourages student involvement in journalism, art, science, math and technology and that also brings the science of the STP Missions to the classroom through an educator's design based on what is taught in the classroom.

    [The target audience for this outreach program will be Kindergarten through Grade 14 and the general public.]

DELIVERY SCHEDULE:

- Deliver products, on demand, for use on the Education and Outreach web site

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Customer ID: 460-05 Title: Solar Terrestrial Probe (STP) Budget Data Base	Service Forecast Originator: Jackie Fiora IST Leader: Jim Caldwell

TECHNICAL REQUIREMENTS:

Performance Requirement 9 - Management Information Systems (QSS: JCN: 3047-Q53-39) (Boeing CCN: UAV460M5)   3047-Q53-40

*   Develop and implement automated Access Budget Database. This database will import actual cost information from Ramis and populate Access tables. These tables will be used to create a data repository to enable users to generate budgets and create MSR charts. A users manual and training will also be provided.

DELIVERY SCHEDULE:

General Business Deliverables –
*   Build Brio database -   6-30-00
*   Build BRIO Reports -   6-30-00
*   Develop Access Tables -   8-22-00
*   Deliver Finalized Frontend -   10-3-00
*   Develop MSR Charts -   10-12-00
*   Deliver Final Database to user - 10-20-00

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Boeing

Customer ID: 470 Title: ESSPO Scheduling	Service Forecast Originator: Pietro Campanella IST Leader: Fred Brooks

TECHNICAL REQUIREMENTS:

Performance Requirement 5 – Scheduling and Planning [Data Structure]   QSS JCN: 3047-R11-39
Boeing CCN: UAV470S1

- The contractor shall determine and recommend manufacturing engineering processes required to provide responses and data for various Center management and institutional reporting functions. Identify, develop, implement, and keep current all project control activities.
- Plan and schedule developmental space projects.
- Analyze developmental project status against Center commitments.

(Boeing CCN: UAV470S2)
- The contractor shall provide an independent assessment of the readiness of the Picasso Mission to proceed further into development. The contractor shall provide this support by providing several participants in the Picasso Combined Preliminary Design Review/Mission Readiness Review currently scheduled to occur the week of 19 June through 23 June 2000. The contractor shall evaluate material presented at the reviews and contribute to the final written findings of mission readiness.

Performance Requirement 10 - Documentation / Library   QSS JCN: 3047-R14-39   Boeing CCN: UAV470D1
- Design, develop, and update systems for control, storage, and dissemination of all project technical and general correspondence documentation.
- Maintain computerized databases current for all Documentation/Library items.
- Develop and implement procedures, forms and reports for maintenance for Documentation/Library status accounting.
- Provide Project management with reporting and statusing as a requirement.

Performance Requirement 12 - General Business   QSS JCN: 3047-R16-39   Boeing CCN: UAV470B1
- Responsible for move coordination whenever elements of the ESSP Project are scheduled for moves or facilities modifications; these duties include:
- Interfacing with Project to identify requirements.
- Prepare request forms for FMD modifications and moves.
- Phone and LAN installations.
- Overall logistic management.
- Interface with appropriate managers to collect data to prepare monthly and quarterly review packages.
- Property custodian maintaining NASA property records and conducting inventories, as required.
- Provide support to the ESSP Project in developing the Project manpower and travel budget requirements.
- Telephone coordinator preparing required request forms and coordinating installations of phone instruments and LAN Connection.
- Prepare and modify drawings, flow charts, diagrams, schedules, and narrative charts for project presentation and reports.
- Duplicating reports, etc.,

DELIVERY SCHEDULE:

- Status Monthly Status Reviews
- Status Monthly Status Reviews
- Picasso review findings at the conclusion of MDR/PDR.

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Customer ID: 541	Service Forecast Originator: Tim VanSant
Title: Materials Engineering Branch Project Control	IST Leader: Richie Weiss

TECHNICAL REQUIREMENTS:

Performance Requirement 12 - General Business [QSS JCN: 3047-526-39   Boeing CCN: UAV541B1]

Duties may include but not be limited to:

- Performance of data entry functions using FileMaker Pro.
- Maintenance of Technology-oriented databases.
- Performance of Technology-based internet research.
- Research Technology instruments in order to compile critical data.

DELIVERY SCHEDULE:
- Project documentation and databases, as required and as mutually agreed upon.

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Customer ID: 710-02 Title: NASA Technology Planning and Integration Office (NTPIO) Project Control	Service Forecast Originator: Carl Wagenfuehrer IST Leader: ~~Richie Weiss~~ Fred Brooks

TECHNICAL REQUIREMENTS:

Performance Requirement 12 – General Business (Boeing CCN: UAV710B2)

- Develop and maintain NTPIO Program Operating Plan (POP) submissions.
- Assist in the development of ESTO monthly financial reporting.
- Analyze financial mission studies in relation to technical processes and schedule.
- Implement and monitor administrative systems and guide institutional support efforts.
- Analyze cost effectiveness studies and cost studies relating to anticipated technical problems and/or schedule slippages.
- Implement Program administrative policies and procedures.
- Initiate and/or attend and monitor the implementation of requirements resulting from regular or ad hoc meetings in all areas of responsibility..

DELIVERY SCHEDULE:

General Business Deliverables -

- PSR inputs - monthly
- POP submissions semi-annually, as required
- Analyses/cost studies, as required

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Customer ID: 740-01 Title: GLAST Project Control	Service Forecast Originator: Scott Lambros *Scott Lambros* IST Leader: ~~Fred Brooks~~ Richie Weiss

TECHNICAL REQUIREMENTS:

Performance Requirement 7 & 8 – Configuration Management (QSS JCN: 3047-722-39 Boeing CCN: UAV740C1)

Provide Configuration Management support to the GLAST Project (Code 701) in the following areas:

*   Develop, coordinate, implement and maintain the GLAST Project CM Plan and CM Procedures.
*   As required, review contractor CM Plans to ensure compliance with these documents and the CM requirements of the contract(s), and perform audits to verify effective CM implementation, as required.
*   For in-house work, identify configuration items (hardware, software, documentation, and data) and facilitate engineering drawing release, engineering order release, and Work Order Authorization processes.
*   Maintain and audit CM system by reviewing, implementing, and following the approved change control processes, as required.
*   Process configuration change requests (CCRs), waivers, and deviations for cost, schedule, and technical impact assessments, and support the CCB in the evaluation and disposition of CCRs, as required.
*   Prepare and distribute CCB minutes and facilitate action items systems for CCB directives.
*   Provide effective coordination and complete the timely documentation updates of all approved changes.
*   Establish and maintain audit trails for configuration changes, track the implementation status of approved changes through procurement, as required.
*   Provide data management including coordinating and facilitating Contract Data Requirements List (CDRL) deliverables from Project Contractors.

CM DELIVERY SCHEDULE:

*   CM Plan, Procedures and Revisions (on demand)
*   Configuration Change Requests (on demand)
*   Configuration Status Accounting Reports (on demand)
*   Configuration Control Board Meeting Agenda (biweekly or on demand)
*   Configuration Control Board Meeting Minutes (within 14 days after CCB meeting)
*   Facilitate Review Process for Contractor Deliverables
*   Facilitate Review Process for System Engineering Reports from Project Contractors

Performance Requirement 12 - General Business (QSS JCN: 3047-726-39   Boeing UAV740B1)

Provide General Business support to the GLAST Project (Code 701) in the following areas:

*   Perform paper and electronic data management.
*   Perform schedule management.
*   Prepare reports and presentations.
*   Provide meeting logistics support.
*   Maintain 6-month rolling Project schedule.
*   Perform library management.
*   Prepare presentation packages for Monthly Status reviews.

GENERAL BUSINESS DELIVERY SCHEDULE:

- 6-month rolling Project schedule
- Presentation packages for Monthly Status reviews

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Customer ID: 860-02	Service Forecast Originator: Dave Betz
Title: Spartan Project Office Video Support	IST Leader: Bill Gallagher

TECHNICAL REQUIREMENTS:

Performance Requirement 12 - General Business (QSS JCN:3047-826-40) (Boeing CCN: UAV860B2)

* Write, produce, direct, and edit a 5-minute video for the Spartan Mission on behalf of the NASA Goddard Space Flight Center in Greenbelt, Maryland. This video piece will be a promotional and educational outreach tool, designed to communicate the science, technology, and real world benefit of Spartan. The prime objectives will be to communicate mission high-level messaging, and build a compelling informational case to potential clients, NASA management, as well as important media outlets.

DELIVERY SCHEDULE:

* One 5-minute video

SERVICE FORECAST
PERIOD 1, AMENDMENT 3

CONTRACT: NAS5-00047 PROGRAM ANALYSIS AND CONTROL
                                 (PAAC) CONTRACT

CONTRACTOR: QSS GROUP, INC.

PERFORMANCE PERIOD: JANUARY 1, 2000 THROUGH SEPTEMBER 30, 2000

THIS SERVICE FORECAST IS ISSUED PURSUANT TO CLAUSE H.7 "SERVICE FORECASTS AND
OPERATING PLANS" OF THE SUBJECT CONTRACT.

_____   2/29/00
CONTRACTING OFFICER   DATE

SERVICE FORECAST

PAAC ID	Description	Per 1 Amdt 1	Per 1 Amdt 2	Per 1 Amdt 3	
101	Code 101 PJ CTL	New			
110	OHR PJ CTL	New			
110	OHR PJ CTL		Revised		
114	OHR Training PJ CTL	New			
300	OFA PJ CTL	New			
403	FPRO PJ CTL	New			
410	EXP PJ CTL	New			
420	EOS-G PJ CTL	New			
421	EOS AM PJ CTL	New			
422	EOS PM PJ CTL	New			
423	ESDIS PJ CTL	New			
424	EOS CHEM PJ CTL	New			
425	ICESat PJ CTL		New		
429	Code 429 PJ CTL	New			
429	NPP PJ CTL		Revised		
440	HST PJ CTL	New			
442	HST FS&S PJ CTL	New			
443	NGST PJ CTL	New			
454	TDRS PJ CTL	New			
456	Rapid S/C DEV. PJ CTL	New			
457	OLS PJ CTL	New			
470	ESSPO Scheduling	New			
473	AEAP	New			
474	TRIANA PJ CTL	New			
480	POES PJ CTL	New			
490	New Millenium EO-1	New			
495	NanoSat PJ CTL		New		
551	Optics Branch PJ CTL	New			
603	Code 603 PJ CTL	New			
630	SSDOO PJ CTL	New			
696	SOUNDING ROCKETS	New			
710	C-E Tech. Dev. Pgm.	New			
860	Spartan PJ CTL	New			
151-01	FMD Accounting	New			
151-02	FMD MIS	New			
151-03	IFMP Accting Backfill		New		
155-01	HQ Accounting	New			
155-02	HQ Accting Backfill	New			
155-02	HQ Accting Backfill		Cancelled		
401-01	KSC Field Office PJ CTL	New			
401-02	MIO	New			
415-01	GOES PJ CTL	New			
415-02	GOES N-Q PJ CTL		New		
460-01	STP PJ CTL	New			
460-02	STP/TIMED	New			
740-01	GLAST PJ CTL	New			
740-02	PFO PJ CTL	New			
740-03	PFO PJ CTL / Website	New			
740-04	STAAC Desktop Pub.	New			
740-05	Digital Earth Office Bus Sppt		New		
740-06	Living With A Star			New	
900-01	Project Control	New			
900-02	Project Control	New			
900-03	Project Control	New			
900-04	Project Control	New			
900-04	Project Control		Revised		
900-05	Project Control	New			
900-06	Project Control	New			
900-06	Project Control		Revised		
900-07	Project Control	New			
900-08	Project Control	New			
900-09	Project Control	New			
900-09	Project Control		Revised		
900-10	Project Control	New			
900-10	Project Control		Revised		
900-11	Project Control	New			
900-11	Project Control		Revised		
900-12	Project Control	New			
900-12	Project Control		Revised		
900-13	Project Control	New			
900-14	Project Control	New			
900-15	Project Control	New			
New =		57	5	1	63
Revised =		0	8		8
Cancelled =		0	1		1
Active =					62
					Totals

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┌─────────────────────────────────────────────────────────────────────────────┐
│                          PAAC CONTRACT                                        │
│                          NAS5-00047                                           │
│              SERVICE FORECAST / SERVICE ORDER PLAN                             │
│                              QSS                                              │
│                            Boeing                                            │
└─────────────────────────────────────────────────────────────────────────────┘
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Customer ID:	740-06	Service Forecast Originator: Paul Caruso
Title:	Living With A Star	IST Leader: Rick Barthel _Paul Caruso 2/28/00_

TECHNICAL REQUIREMENTS:

Performance Requirement 12 - General Business (QSS JCN: 3047-776-40) (Boeing CCN: UAV-740-B-6)
Paragraph h - Prepare technical text, perform technical editing and document compilations, and distribute documents.

Overview

- Prepare two new documents: The draft Preliminary Program Plan and a deliverable version of the Program Plan. Both of these documents will describe how GSFC will implement a new program "Living With a Star". Living With a Star is a Space Weather Research Program. In this program, a fleet of spacecraft will monitor solar activity and study the impact of solar radiation on the Earth's atmosphere from different vantage points in space.
- The contractor shall prepare text and art, and perform editing, proofreading, and typing. The contractor shall contact approximately 10 authors who will provide text and art to rewrite and edit. Both documents shall be delivered in 50 copies.
- SFO: Paul Caruso
Paul.S.Caruso.1@gsfc.nasa.gov
(w) 301 286-8019
(f) 301 286-0232
Building 12 Room N239
Code 740.2

Requirements

	1. Title: Preliminary Program Plan	2. Title: Program Plan
The document in PowerPoint	X	X
Firm due date of total package	3-15-00	5-26-00
Art page count – 75% B&W / 25% color. Moderately complex art. ~75% new and ~25% existing art. Art will be ~50% line drawings and ~50% schematics.	20	20
Text page count	~75	~75
Cost data –provided by author – as an appendix	1-2 pgs	10 pgs
Writer will contact ~10 authors – who will provide text and art for Larry to rewrite and edit. Per SFO, estimate assumes 1 iteration with authors.	X	X
Facing pages – text apposed to art	X	
SFO will provide soft copy of outline.	X	X

DELIVERY SCHEDULE:

Preliminary Program Plan: 3-15-00
Program Plan: 5-26-00

SERVICE FORECAST
PERIOD 1, AMENDMENT 2

CONTRACT: NAS5-00047 PROGRAM ANALYSIS AND CONTROL (PAAC) CONTRACT
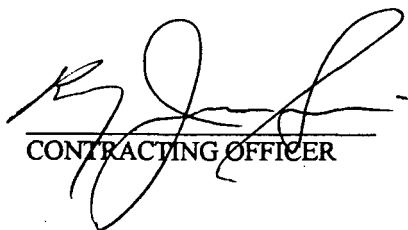
CONTRACTOR: QSS GROUP, INC.

PERFORMANCE PERIOD: JANUARY 1, 2000 THROUGH JUNE 30, 2000

THIS SERVICE FORECAST IS ISSUED PURSUANT TO CLAUSE H.7 "SERVICE FORECASTS AND OPERATING PLANS" OF THE SUBJECT CONTRACT.

_____

CONTRACTING OFFICER

FEB   4 2000
_____
DATE

This service forecast amendment was issued to QSS Group, Inc. on 2-10-00.

Kellie Murray

PAAC SERVICE FORECASTS
(Summary Page)

PAAC ID	Description	Per 1 Amdt 1	Per 1 Amdt 2	
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422	EOS PM PJ CTL	New		
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424	EOS CHEM PJ CTL	New		
425	ICESat PJ CTL		New	
429	Code 429 PJ CTL	New		
429	NPP PJ CTL		Revised	
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